



Arkansas Real Estate Commission

612 South Summit Street
Little Rock, AR 72201-4740
Phone: (501) 683-8010
FAX: (501) 683-8020

NOTICE OF REAL ESTATE LICENSE CHANGE

Changes shall become effective when all forms and fees are received and approved by the Arkansas Real Estate Commission (AREC).
Forms that are incomplete or not accompanied by the proper attachments will be returned to you.

License Number: _____

Date of Change: _____
(30-day temporary from Date of Change)

Name of Licensee (As it appears on license): _____
(First Name) (Middle Name or Initial) (Last Name)

(See reverse side for INSTRUCTIONS)

CHANGE FROM

License Status: ☐ Active ☐ Inactive
License Type: ☐ Principal Broker ☐ Executive Broker ☐ Associate Broker ☐ Salesperson
Firm Name: _____
Firm Address: _____
P. O. Box: _____
City, State, Zip: _____
Firm Phone (with area code): _____

CHANGE TO

License Status: ☐ Active ☐ Inactive
License Type: ☐ Principal Broker ☐ Executive Broker ☐ Associate Broker ☐ Salesperson
Firm Name: _____
Firm Address: _____
P. O. Box: _____
City, State, Zip: _____
Firm Phone (with area code): _____

All licensees, both active and inactive, shall at all times keep the commission informed in writing of their physical business address and mailing address (Regulation 7.6(b)). I hereby certify that I am not taking, and will not take, any listings, management contracts, appraisals, lease agreements, or copies of any such documents, or any other pertinent information belonging to my former broker.

Signature of Licensee: _____

Principal Broker's License #: _____

Principal Broker's Signature: _____

(As Principal Broker, I authorize the issuance of a real estate license with the above named firm.)

COMMISSION USE ONLY

Receipt #: _____

NOTICE: Copy this form for use as a temporary license. The temporary license will be valid for only thirty (30) days from the date of change listed, with the principal broker's original signature, and **ONLY** when all required information is sent to AREC.

INSTRUCTIONS FOR COMPLETING NOTICE OF REAL ESTATE LICENSE CHANGE

CHANGE	Documentation and/or Other Information Needed to Complete the Requested Change
Active Status to Inactive Status (A to I)	<p>If you are the Principal Broker, then you must provide the location of the firm's records. They must be available for inspection for a period of three years following the year in which the transaction was closed. Also, all persons who were licensed with you must be transferred to another principal broker or placed inactive.</p> <p style="text-align: center;">⇒ No fee required for this change.</p> <p style="text-align: center;">⇒ The Return of License and Pocket Card (sign the back of the license).</p> <p>Location of Files: _____</p> <p>_____</p>
Inactive Status to Active Status (I to A)	<p>Attach proof of completing continuing education requirements (if applicable) as required by Regulation 6.2(d). Respond to the following questions: (1) Have you been convicted or plead guilty or nolo contendere to any crime other than a traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes; (2) Have you after the initiation of an investigation, hearing or other administrative action surrendered or had a professional, vocational, or occupational permit, certification or registration denied, revoked, suspended or cancelled or subject to any sanctions, including probation? <input type="checkbox"/> No <input type="checkbox"/> Yes. (If you responded "Yes" to either question provide documentation and information required by Regulation 10.16).</p> <p style="text-align: center;">⇒ \$30 fee required for this change.</p>
Salesperson to any type of broker	Use an AREC Initial Issuance form instead of this form.
Any other type active broker to Principal Broker	<p>Complete AREC Firm Name Approval form before any further process. Upon AREC approval of the Firm Name complete instructions will be sent to the Principal Broker.</p> <p style="text-align: center;">⇒ \$30 fee required for this change.</p> <p style="text-align: center;">⇒ The Return of License and Pocket Card.</p>
Broker to any other type broker	<p>If going Inactive see the section "Active status to Inactive status" above. If remaining active, Principal Broker is to provide letter relinquishing duties and responsibilities. To become an Executive Broker, complete the Executive Broker designation form.</p> <p style="text-align: center;">⇒ \$30 fee required for this change, if remaining active.</p> <p style="text-align: center;">⇒ The Return of License and Pocket Card for both active and inactive.</p>
Change of firm name and/or firm address	<p>Must obtain Firm Name Approval, if relocating to another city, before any further process. All licenses with the old firm name and address, including any branch offices (if applicable) must also be changed. This includes if adding "Inc.", "LLC", etc. A new photo of the office sign should accompany this form, as well as Trust Account Form, if applicable.</p> <p style="text-align: center;">⇒ \$30 fee required for this change for each licensee.</p> <p style="text-align: center;">⇒ The Return of License and Pocket Card of each licensee.</p>
Transferring to another firm (if not the Principal Broker)	<p>Sign the back of your license and deliver pocket card to current Principal Broker (Regulation 7.5(a)).</p> <p style="text-align: center;">⇒ \$30 fee required for this change.</p> <p style="text-align: center;">⇒ The Return of License and Pocket Card.</p>
Personal address and/or name change	Complete and submit "Notice of Personal Information Change" form.